

*Historic Conservation Office
Documentation for the
Demolition of Historic Properties*



A property owner who wishes to demolish a local landmark or a building located in a local historic district must demonstrate to the Historic Conservation Board that there is no feasible and prudent alternative alteration or environmental change that would conform to the conservation guidelines. The applicant must also show that the strict application of the guidelines would deny the owner a reasonable rate of return on the real property and would amount to an economic hardship.

When an applicant claims that the strict application of the conservation guidelines would amount to an economic hardship, the applicant should submit answers to the following questions, in written form, to the Urban Conservator a minimum of 21 days (three weeks) as an addendum of the Certificate of Appropriateness application, prior to a scheduled meeting of the Historic Conservation Board.

INFORMATION REQUIRED FOR ALL PROPERTIES PROPOSED FOR DEMOLITION

1. The amount paid for the property, the date of purchase and the party from whom purchased, including a description of the relationship, if any, between the owner and the person from whom the property was purchased;
2. The condition of the property when purchased;
3. The value of significant interior and exterior improvements made after purchase;
4. The assessed value of the land and improvements thereon according to the two (2) most recent assessments;
5. Real estate taxes for the previous two (2) years;
6. Annual debt service, if any, for the previous two (2) years;
7. All appraisals obtained within the previous two (2) years by the owner or applicant in connection with his purchase, financing or ownership of the property;
8. Any listing of the property for sale or rent, price asked and offers received if any;
9. Any consideration by the owner as to profitable adaptive uses for the property;
10. An itemized statement of the annual costs of all insurance on the property;
11. A statement of potential return on investment based on existing or new uses, including costs of rehabilitation of existing supplementary new construction, and using fair market value for the property, a "reasonable" rate of return on investment, and prevailing rehabilitation and rental rates in the area. (Including floor area per floor and total); and
12. All available reports, if any, on the structural condition of the property.
13. Annual gross (pre-tax minus maintenance and other costs) income from the property for the previous two (2) years.
14. Whether or not the property was occupied when purchased, and any income from the property at the time it was purchased immediately or prior thereto.
15. Itemized operating and maintenance expenses for the previous two (2) years.
16. Annual cash flow, if any, for the previous two (2) years.
17. For vacant, semi-vacant and under-utilized buildings, or buildings in need of rehabilitation, owner is required to submit a statement of potential return on investment based on existing or new uses, including costs of rehabilitation, and supplementary new construction, and using fair market value for the property, a "reasonable" rate of return on investment, and prevailing rehabilitation and rental rates in the area.
18. Owner required stating anticipated income from the property after the demolition of the structure or structures.